

**Year 4 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2021-June 30, 2022**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2021 and June 30, 2022 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

**Impairment(s)**

Bacteria/Pathogens     
  Chloride     
  Nitrogen     
  Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*     
  Assabet River Phosphorus     
  Bacteria and Pathogen     
  Cape Cod Nitrogen  
 Charles River Watershed Phosphorus     
 Lake and Pond Phosphorus

*Out of State:*     
  Bacteria/Pathogens     
  Metals     
  Nitrogen     
  Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 4 Requirements

Developed a report assessing current street design and parking lot guidelines and other local  
 requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

June 2024

Developed a report assessing local regulations to determine the feasibility of making green  
 infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

June 2024

Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide an update on previous incomplete milestones, or provide any additional details, please use the box below:

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following website:
- Updated system map due in year 2 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

All municipally-owned stormwater treatment structures maintained by the town were inspected on April 19, 2022 and May 20, 2022. Good Housekeeping Procedures and Illicit Discharge Detection and Elimination Trainings were conducted via zoom on September 16, 2021 due to the COVID -19 Pandemic.

The Salt Shed where the Town's salt is currently stored is past its useful life and the roof is failing. The Town is currently conducting a feasibility study for a new Salt Shed. Once the study is complete, the Town will secure funding and begin construction.

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
  - Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
  - Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
- \* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Most public education messaging has been made available on the Town's website as a result of limitations due to COVID-19 and was maintained throughout the permit year.

### **Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
  - Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
  - Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter
- \* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

##### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

##### *Phosphorus Source Identification Report*

- Completed the Phosphorus Source Identification Report
  - The Phosphorus Source Identification Report is attached to the email submission
  - The Phosphorus Source Identification Report can be found at the following website:

<https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

##### *Potential structural BMPs*

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.
  - The BMP information is attached to the email submission
  - The BMP information can be found at the following website:

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

As the Town moves forward in developing their Lake Phosphorus Control Plan, they will begin to track and estimate the amount of phosphorus removed by structural BMPs existing or installed in regulated areas tributary to those receiving waters with phosphorus TMDLs, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year in each annual report.

Since the Blackstone River is impaired for phosphorous, and does not currently have an approved TMDL, the Town is also subject to the requirements of Appendix H. Appendix H requires the Town to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as part of the Phosphorus Source Identification Report required for the Blackstone River. As required by the permit, at least one structural BMP must be installed by the end of Permit Year 6. The Town will report on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year for any BMPs installed in accordance with the Phosphorus Source Identification Report.

Most public education messaging has been made available on the Town's website as a result of limitations due to COVID-19. The Town is currently developing a plan to enhance their existing website as it relates to stormwater, and expand use of social media for public education.

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

#### Annual Requirements

##### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
  - The street sweeping schedule is attached to the email submission
  - The street sweeping schedule can be found at the following website:

<https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town conducts town-wide sweeping twice per year. In addition, the Town also sweeps roads with frequent wash-out from dirt driveways or adjacent dirt roads. The Town sweeps most streets after heavy rain storms to clear any debris. The Town developed a map entitled "Street Sweeping Areas of Concern" during Permit Year 2 that indicates areas requiring more frequent street sweeping to meet permit requirements which is included in the O&M Plan appended to the Town's SWMP.

The Town is continuously working to collect the data needed to develop their Catch Basin Cleaning Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow. Catch basins in catchment areas tributary to water bodies impaired for solids,

oil and grease will be prioritized for inspection and cleaning in that plan. The Town would like to implement an electronic catch basin inspection and cleaning data collection system during Permit Year 5.

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### Lake and Pond Phosphorus TMDL

- Defined the scope of the Lake Phosphorus Control Plan (LPCP). *Please select one of the following:*
- The PCP scope is the entire area within our jurisdiction discharging to the impaired waterbody
  - The PCP scope is the urbanized area portion of our jurisdiction discharging to the impaired waterbody
- Calculated baseline phosphorus, allowable phosphorus load, and phosphorus reduction requirement

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

For the Lake and Pond Phosphorus Control Plan, the baseline phosphorus load, allowable phosphorus load, and required phosphorus reduction for Brierly Pond, Dorothy Pond, Howe Reservoir, Lake Quinsigamond, and Pondville Pond were calculated during Permit Year 5. These calculations are being incorporated into the Town's Lake and Pond Phosphorus Control Plan, which is required to be developed during Permit Year 5.

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

The Town has made changes to its list of outfalls, receiving waters and impairments since the NOI was filed. These changes have come as a result of mapping updates made during outfall inspections and catchment investigations, and are documented in the SWMP. The list of impairments included in the SWMP is consistent with the Final Massachusetts Integrated List of Waters for the 2018/2020 Reporting Cycle, which was approved by EPA in February 2022.

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP: Website - Be a "Leaf Hero"**

Message Description and Distribution Method:

The Town maintained a webpage entitled "Be a Leaf Hero" during the reporting period, which provides multiple tips for residents to properly control leaf litter and includes information from ThinkBlue Massachusetts. The website is located at this link: <https://www.millburyma.gov/public-works/pages/be-leaf-hero>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

By posting this information to their website, the Town made it readily accessible year-round. The Town had 661 views with an average of 2:05 minutes per view.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

#### **BMP: Flyer - Be Septic Smart**

Message Description and Distribution Method:

The Town maintained the SepticSmart flyer developed by EPA on its stormwater website during the reporting period. The flyer can be found at this link: [https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic\\_smart\\_flyer.pdf](https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic_smart_flyer.pdf)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The flyer was accessible to all Millbury residents throughout the reporting period.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

### **BMP: Pet Waste Flyer**

Message Description and Distribution Method:

The Town maintained a flyer developed by the ThinkBlue Massachusetts campaign entitled "Do Your Doody for Clean Water" on its stormwater webpage during the reporting period. This flyer encourages residents to pick up after their dogs and explains the negative impact dog waste can have on water quality. The flyer can be found at the following link: <https://www.millbury-ma.org/town-manager/files/residential-pet-waste-0>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

This flyer was posted to the Town's website, making it accessible year round.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

### **BMP: Flyer - Lawn and Garden Tips**

Message Description and Distribution Method:

The Town maintained a flyer on its website entitled "Lawn & Garden Tips" during the reporting period, which provides multiple tips for residents to properly apply fertilizers, handle grass clippings, and maintain a healthy yard while mitigating stormwater pollution. The flyer is located at following link: <https://www.millbury-ma.org/public-works/files/stormwater-business-lawn-garden>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

The flyer was maintained on the Town's website, making it accessible year round.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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**BMP: Flyer - Runoff at Gas Stations**

Message Description and Distribution Method:

The Town posted a flyer developed as part of the ThinkBlue Massachusetts campaign specifically targeting stormwater runoff at gas stations. The flyer also provides tips to mitigate pollution caused by operations at the facility. The flyer can be found at the following link: <https://www.millbury-ma.org/public-works/files/stormwater-gas-stations>

Targeted Audience: Businesses, Institutions, and Commercial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

These messages were posted to the Town's website, making them accessible to interested parties year-round.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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**BMP: Flyer - Construction Site Stormwater Pollution**

Message Description and Distribution Method:

The Town posted two flyers developed through the ThinkBlue Massachusetts educational campaign specifically targeting developers and construction site operators to its stormwater website during the reporting period. The flyers discuss reducing stormwater runoff during construction and sediment & erosion control. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

These flyers were made accessible to developers interested in building in Millbury throughout the reporting period.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: Flyers**

## Message Description and Distribution Method:

The Town posted two flyers developed by ThinkBlue Massachusetts specifically targeted to businesses, institutions, and commercial facilities on its stormwater website during the reporting period. The subject of the flyers include parking lot maintenance and proper waste disposal. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

This flyer was posted to the Town's website and made accessible to businesses, institutions, and commercial facilities throughout the permit term.

Message Date(s): FY2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: Flyers - Green Infrastructure**

## Message Description and Distribution Method:

The Town posted two flyers/fact sheets about green infrastructure to support its Downtown Redevelopment Project during Year 3. One flyer focused on the safety and environmental benefits of curb bump-outs, while the other provided information to residents about small scale BMPs, like rain barrels, bioretention areas, and pervious pavers, that can be implemented on residential properties to improve water quality. The flyers can be found at the following website: <https://www.millbury-ma.org/planning-development/pages/armory-village-revitalization-project>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The information was made available on the Town's website to all interested residents during the reporting period.

Message Date(s): Posted in Permit Year 3 and maintained through Permit Year 4

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Add an Educational Message

## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Town makes their SWMP available for public review year round on their website, and at Town Hall and the Municipal Garage.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

Millbury provided multiple opportunities for public involvement and participation during the reporting period. The DPW continues to collect yard waste and brush in the fall and the spring, setting up a chipper and allowing residents to drop off brush for half a day on Saturday four times per year. Yard waste disposal is available at the Transfer Station on Tuesday through Saturday, 7am to 3:30pm, between April 1 and December 1 for residents with stickers, is free to the elderly, and prevents significant amounts of grass clippings, leaf litter, and other potential contaminants from entering the MS4.

Millbury continued to participate in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through ThinkBlue Massachusetts from May 31 to June 17, 2022. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. This video was also distributed in Spanish. While ad impressions targeted members of all communities in the CMRSWC, 4,724

Facebook and Instagram ad impressions and 14,222 YouTube ad impressions can be attributed to Millbury residents. The Spanish translation of the video was viewed 2,420 times. The ad campaign was followed by a survey of residents in all targeted communities-- those who remembered seeing the ad were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

Millbury held a public information session for the Armory Village Revitalization Project - Phase 2 on August 29, 2022. The session aimed to educate residents, property owners and business on the upcoming construction activities to improve both the stormwater quality and visual appeal of the downtown area.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.*

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*Optional: Provide additional status information regarding your map:*

Millbury completed its Phase I map as required during Permit Year 2, and already has developed a comprehensive drainage map that meets Phase II mapping requirements of the MS4 Permit as well. Millbury continued to update its MS4 map as necessary during Permit Year 4 as a result of ongoing field investigations and inspections. MS4 mapping is updated as any unmapped or incorrectly mapped stormwater infrastructure is encountered in the field. MS4 mapping is also updated as a result of new development and redevelopment work.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

*Optional: Provide additional information regarding your outfall/interconnection screening:*

All municipal outfalls were screened during dry weather during Permit Year 2. There were 3 municipal outfalls that were screened during dry and wet weather during Permit Year 4 for a total of 6 screenings.

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

The Town plans to begin catchment investigations during Permit Year 5.

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018)**.*

Total number of illicit discharges identified:

Total number of illicit discharges removed:

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

### **Employee Training**

Describe the frequency and type of employee training conducted **during this reporting period:**

Employee training for both Good Housekeeping Pollution Prevention and Illicit Discharge Detection and Elimination was conducted via zoom on September 16, 2021. Training provided covered the SWPPPs for the DPW Facility and the Transfer Station. Five (5) municipal employees attended the training.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The Town of Millbury conducted 90 site inspections at 16 different project sites during Permit Year 4.

### **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

#### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

### **As-built Drawings**

*Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received:

*Optional: Enter any additional information relevant to the submission of as-built drawings:*

### **Retrofit Properties Inventory**

*Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):*

- 1) Armory Village Revitalization Phase II
- 2) R.E. Shaw Elementary School
- 3) McCracken Road
- 4) Fire Department Headquarters
- 5) Wheelock Avenue Bridge over Dorothy Pond

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Optimization Plan to ensure that no sump is ever more than 50% full. Once all the information needed is collected and analyzed, the Town will develop a catch basin cleaning schedule that meets the permit requirements assuming adequate resources exist for implementation. The Town would like to implement an electronic catch basin inspection and cleaning data collection system during Permit Year 5.

**Street Sweeping**

Report on street sweeping completed **during this reporting period** using one of the three metrics below.

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:  [Select Units]

**Stormwater Pollution Prevention Plan (SWPPP)**

Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

Quarterly inspections were completed for the Transfer Station and the DPW Facility with one inspection at each facility occurring during a wet weather event as required by the permit. Recommendations were made as part of each SWPPP that the Town is working to address in accordance with the timelines identified in each SWPPP. This includes the feasibility study that was conducted for the Salt Shed. As discussed, the Town is working to allocate funds to design and construct a new salt shed.

**Additional Information**

**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

**COVID-19 Impacts**

*Optional:* If any of the above year 4 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

**Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

**Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually

- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:

## Part V: Certification of Small MS4 Annual Report 2021

### 40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Sean Hendricks

Title: Town Manager

Signature:



Date:

9-28-2022

*[Signatory may be a duly authorized representative]*